



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

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IMPORTANT AND TIME SENSITIVE INFORMATION

MEMORANDUM

TO: Agency ID Coordinators

FROM: Leslie Buchman
Management and Personnel Services

DATE: August 28, 2003

RE: **ID SESSIONS RESUME ON TUESDAY, SEPTEMBER 2, 2003**
LOCATION CHANGE TO ROOM 507, 301 W. PRESTON

The State ID session for **Tuesday, September 2, 2003 has been scheduled** for all agencies. Please notify all employees that have previous requests submitted for an ID that they may now report to **Room 507, 301 West Preston Street** in Baltimore between 8:30 a.m. and 1:00 p.m. on Tuesdays.

New requests for September 2, 2003 must be received via fax by 5:00 p.m. on Friday, August 29, 2003.

If you have any questions regarding any ID issues, please contact me at 410-767-4718. Thank you for your cooperation.

cc: Agency Personnel Directors